

No.Admn(68)/CGHS/BNG/2018-19/23
Office of the Additional Director
Central Government Health Scheme
Bengaluru-560034

Dated 2nd January 2019

OFFICE MEMORANDUM

Sub: Nomination for different purposes -reg.

It has been observed from the service records, nomination forms for different purposes like DCRG, CGEGIS, GPF, Details of Family in Form-3 etc. are not found in some cases. A nomination is a legal document or declaration by a Government servant conferring the right to receive any amount due to him from the Government in the event of his/her death before receiving that amount. Settlement of the claim to the nominee becomes easier and quicker. In the absence of a valid nomination, the procedural formalities have to be observed by the claimant in obtaining a legal heir certificate etc. and there is consequent delay.

Hence, it is the responsibility of a every Government servant to ensure that he/she submits the nomination wherever prescribed and keeps the same upto date. He/she should also obtain acknowledgement from the concerned authority for having received the nomination.

Government has recently prescribed a Common Nomination Form for Gratuity, GPF and CGEGIS. All the staff members and officers working under CGHS Bangalore shall submit this Form-1 (Common Nomination) duly filled all the columns to this office along with Details of Family in Form-3 (if not already furnished). Any addition or alteration in Form-3 should be updated by the concerned Govt. servant as and when there is a change in the details of Family. One specimen copy of Form-1 (Common nomination) and Form-3 (Details of family) is enclosed herewith for reference and the same is also uploaded in our CGHS Bengaluru website.

CMO Incharges should bring it to the notice of all the staff working under their administrative control for submission of the same positively.

This issues with the approval of competent authority.

V. Vasudevan 21/1/2019

(V.Vasudevan)
Administrative Officer
CGHS: Bangalore

Copy to :

- 1) CMO Incharges, CGHS WC No.1/2/3/4/5/6/7/8/9/10/PC
- 2) CGHS Administrative Office for circulation
- 3) General Secretary, AICGHSEA Bangalore Branch